

**CEMETERY BOARD  
MEETING MINUTES  
JUNE 16, 2009**

**PRESENT:** E. Glen Porter III, Timothy Stanley, Cecelia Timmons, Mary Lehman, Kathleen Cantu (joined 9:40 a.m.)

**EXCUSED:** W. Ed Greenfield

**STAFF PRESENT:** Yolanda McGowan, Bureau Director; Peggy Wichmann, Legal Counsel; Rebecca McAtee, Minute Taker

**CALL TO ORDER**

E Glen Porter III called the meeting to order at 9:36 a.m. A quorum of four (4) members was present.

**APPROVAL OF AGENDA**

**MOTION:** Timothy Stanley moved, seconded by Mary Lehman, to approve the agenda as written. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 10, 2009**

**MOTION:** Mary Lehman moved, seconded by Timothy Stanley, to approve the minutes as written. Motion carried unanimously.

**SCREENING PANEL REPORT**

One (1) case was reviewed for complaints, the case has been closed.

**ADMINISTRATIVE REPORT –YOLANDA MCGOWAN, BUREAU DIRECTOR**

Yolanda McGowan introduced Cecelia Timmons as a new member to the Board as well as Peggy Wichmann as the Board's new Legal Counsel and Rebecca McAtee as the Board Services Summer Intern.

Director McGowan discussed the State Budget and the measures that the Division is taking to work more effectively with fewer resources, including more teleconference meetings and electronic agenda packets. It was noted that E-credentialing is now available for license renewals.

**SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND  
ADMINISTRATIVE RULES AND PRESS RELEASES**

Noted.

## LEGISLATION/ADMINISTRATIVE RULES

### **Status Report on Scope Statement and Potential Rule Changes Relating to Wisconsin Act 174 Relating to Regulation of and Registration Requirements for Certain Cemetery Authorities, Cemetery Associations, and Cemetery Merchandise**

Peggy Wichmann updated the Board on the status of the potential rule change. The scope statement has been drafted and published. The Division will be working on a draft of the rule for Board review.

### **Discussion of Any Legislation Introduced after the printing of the agenda that may be of interest**

Glen Porter noted that there have been no proposed changes to the amount of State funding for indigent burials. Also, an annual cap on funding for indigent burials has not yet been mentioned in the proposed budget.

## CREDENTIALING ISSUES

### **Review of Cemetery Authority Annual Report**

Glen Porter discussed proposed changes from to the Annual Report based on a preliminary review he made with Gene Kleinert. Areas mentioned are the section on gifts to cemeteries (page 6 of the report) and the consolidation of information on funds in trust accounts and other investments (pages 3-5 of the report). Changes to page 7 of the report (Certification of Financial Institution) were also proposed. These changes would require an official direct report from the bank. The Department will create a form for authorization for release of records or information for the licensee to send to the bank.

Glen Porter created an Annual Report and Form Review Committee. Members appointed to the Committee are Glen Porter and W. Ed Greenfield. Tim Stanley is appointed as an alternate member. This Committee would be responsible of looking at a historical report of balances for both care and merchandise trusts as recorded by cemeteries and provided by the Department. The Board will make a decision about scheduling of meetings once more information regarding the historical report is available and changes to the Annual Report form have been completed. Going forward, the Committee will review annual reports by random selection.

## TRAVEL

### **International Cemetery, Cremation and Funeral Association 2009 Convention and Exposition – April 20-23, 2009 Las Vegas, NV – Report – Tim Stanley**

Tim Stanley reported on the convention that he attended in Las Vegas. This was the largest convention that the ICCFA has ever had. Topics covered several trends in the industry including green/natural burials, cremation and land utilization and design phase of cemeteries.

**MISCELLANEOUS CORRESPONDENCE/INFORMATION**

None.

**DISCUSSION OF ONGOING EFFORTS TO LOCATE CEMETERIES**

Yolanda McGowan updated the Board that ten (10) additional cemeteries have been identified.

**MEDIA REPORTS RELATING TO THE REGULATION OF CEMETERIES**

None.

**DISCUSSION OF FUTURE AGENDA ITEMS**

None.

**CONVENE TO CLOSED SESSION**

**MOTION:** Kathleen Cantu moved, seconded by Cecelia Timmons, to adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed stipulations, deliberate on administrative warnings; deliberate on hearings or appearances for denial of applications; review monitoring cases; review DOE cases, and consult with legal counsel. Roll Call Vote: E. Glen Porter III- yes, Timothy Stanley- yes, Kathleen Cantu- yes, Mary Lehman- yes, Cecelia Timmons- yes. Motion carried unanimously.

The Board convened into Closed Session at 11:42 am.

**RECONVENE TO OPEN SESSION**

**MOTION:** Timothy Stanley moved, seconded by Kathleen Cantu, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 11:50 AM.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MONITORING REPORT OR ANY RECEIVED AFTER PRINTING OF AGENDA**

None.

**CASE CLOSINGS, CITATIONS, AND CASE STATUS REPORT OR ANY  
RECEIVED AFTER PRINTING OF AGENDA**

**07 RLC 009**

**MOTION:** Kathleen Cantu moved, seconded by Cecelia Timmons, to close case 07 RLC 009 due to prosecutorial discretion (P7). Kathleen Cantu, Cecelia Timmons, Glen Porter, Mary Lehman all voted in the affirmative. Timothy Stanley abstained.

**08 RLC 002**

**MOTION:** Kathleen Cantu moved, seconded by Mary Lehman, to close case 08 RLC 002 for prosecutorial discretion (P2), compliance gained. Motion carried unanimously.

**Deliberation on Proposed Stipulations or any signed after printing of agenda**

None.

**Deliberation on Proposed Administrative Warnings or any received after printing of agenda**

None.

**Proposed Decision or any signed after printing of agenda**

None.

**Deliberation on Disciplinary Actions signed after printing of agenda**

None.

**Petitions for Rehearing received after the printing of agenda**

None.

**Request for Class 1 Hearings or any requested after printing of agenda**

None.

**Application Review or any submitted after printing of agenda**

None.

**Reinstatement Requests or any submitted after printing of agenda**

None.

**Examination Issues**

None.

**Consulting with Legal Counsel**

None.

**DOE – SIGNATURES FOR PROPOSED STIPULATIONS, ORDERS, AND  
ADMINISTRATIVE WARNINGS**

None.

**ADJOURNMENT**

**MOTION:** Kathleen Cantu moved, seconded by Cecelia Timmons, to adjourn the meeting. Motion carried unanimously. 2:02:14

The meeting adjourned at 11:53 AM.